

Dave Heineman, Governor

MEMORANDUM

DATE: December 13, 2010

TO: ARRA Distribution List
Attention All Agencies, Boards and Commissions in receipt of ARRA Funds
Attention State Finance Officers in receipt of ARRA Funds

FROM: Gerry A. Oligmueller, State Budget Administrator

SUBJECT: Section 1512 Report
October 1, 2010 through December 31, 2010 due January 14, 2011 11PM CST

January 1, 2011 opens the next reporting period for American Recovery and Reinvestment Act (ARRA) grant awards. The timeline is attached. All reporting phases end at 11 PM Central Time.

The initial FederalReporting.gov submission period is Saturday January 1st through Friday, January 14th.

Please submit Section 1512 reports to Federal Reporting.gov by Thursday, January 13th and to StateReporting.Nebraska.gov by Tuesday, January 18th.

Thank you for your continued commitment to the accountability and transparency required by ARRA.

The January 2011 Reporting Timeline

- Reminders

- Check federal agency websites for grant specific guidance.
- Verify the status of your CCR registration at <https://www.bpn.gov/CCRSearch/Search.aspx>
- New reporters register in FederalReporting.gov (FederalReporting.gov User Guide Chapter 2).
- If you are reporting a new grant for the first time, please contact your assigned State Budget Division Budget Analyst so that the new grant may be added to the StateReporting.Nebraska.gov system.
- Review the updated OMB guidance M-10-34 <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2010/m10-34.pdf>
- Review the criteria in OMB memorandum M-10-34 page 5, Question 6 When should a recipient of a grant, loan or other federal assistance mark a record as final?

- **January 1st – 14th** **Initial Submission 1st -10th & Extended Submission 11th – 14th**
 - Federal agency may view submitted reports and download data.
 - Reports submitted the 11th through the 14th will not be marked as late.
 - Continue to use the Excel Grants & Loans spreadsheet version 1.6 or 1.7. A spreadsheet format is required to submit to StateReporting.Nebraska.gov.
 - Use the Excel Contract spreadsheet for contracts. Contract spreadsheets are not submitted to StateReporting.Nebraska.gov.
 - Check report linkage to previous quarter reports. Use the same key data elements, such as award number so reports link from quarter to quarter. Refer to FederalReporting.gov Chapter 10 User Guide instructions to link and unlink reports.
 - Mark reports as final according to OMB Memorandum M-10-34 page 5, Q&A #6.
 - Document the sources of report data and preserve this documentation for reviews and audits.
 - Notify your assigned State Budget Division Budget Analyst if this is a new report.

- **January 13th** Thursday **Load Spreadsheet to Federal Reporting.gov**
 - We are asking all State of Nebraska agency prime recipients to submit their Excel spreadsheets to FederalReporting.gov by Thursday, January 13th.
 - Notify your assigned State Budget Division Budget Analyst by email when your reports are submitted to FederalReporting.gov.

- **January 15th** Saturday **Recipient Review**
 - You may review a report only if it has been submitted to FederalReporting.gov by Friday, January 14th.
 - Because of the extended submission time, the recipient review is only one day. Allow for report review during the extended submission period.

- **January 18th** Tuesday **Load Spreadsheet to StateReporting.Nebraska.gov**
 - Please load your January 2011 Excel spreadsheets to StateReporting.Nebraska.gov by Tuesday, January 18th.
 - At midnight on January 18th, the reports will be locked in StateReporting.Nebraska.gov.
 - If you make changes to your report in FederalReporting.gov during the review period or the continuous QA period, contact your assigned State Budget Division Budget Analyst to obtain access to re-upload your revised report to StateReporting.Nebraska.gov. The State Budget Division will notify the State Accounting Division of new uploads.

- **January 16th – 29th** **Federal Agency Review**
 - Reports will be locked in FederalReporting.gov at 11 PM CST Saturday, January 15th.
 - If you have an update/correction, you may request that your federal agency open your report for editing.
 - Please closely monitor email communication in FederalReporting.gov and your email system during this time.

- **January 19th through March 21st** State Accounting Division Review
 State Accounting Division review and reconciliation process
 - Review will begin as soon as your reports are loaded to StateReporting.Nebraska.gov.
 - By January 29th: respond to Enterprise One reconciliation requests.
 - By March 21st: respond to Recovery.gov and StateReporting.Nebraska.gov reconciliation requests and review requests.
 - Closely monitor email communication in FederalReporting.gov and your email system.
 - Please respond to review inquiries from your federal agency and the State Accounting Division within the review periods outlined so that the final upload to Recovery.gov will contain the most accurate data.
- **January 30th** Sunday Data Published on Recovery.gov
- **January 31st – February 1st** Recovery.gov System Maintenance
- **February 2nd – March 23rd** Continuous QA Period
 - Data changed as of a Monday will be loaded to Recovery.gov each Wednesday on a two week cycle.
 - February 21 End of Period 1 Continuous QA
 - February 22 OMB Review
 - February 23 Data from Period 1 Published on Recovery.gov
 - March 7 End of Period 2 Continuous QA
 - March 8 OMB Review
 - March 9 Data from Period 2 Published on Recovery.gov
 - March 21 End of Period 3 Continuous QA
 - March 22 OMB Review
 - March 23 Data from Period 3 Published on Recovery.gov

January 2011							February 2011							March 2011						
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			